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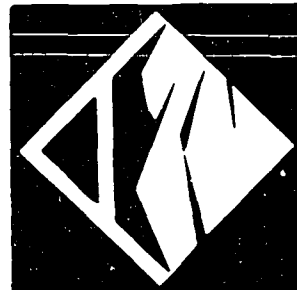
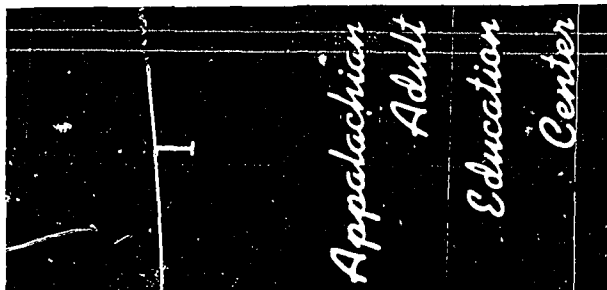
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ABSTRACT

Disadvantaged adults, like all adults, are concerned with their homes, their children, their finances, with themselves and with real life problems. This pamphlet, the first in a series on library services for disadvantaged adults, presents guidelines for librarians on the selection of materials for this group, materials which deal with practical, everyday concerns and which are in non-print or easily-read formats. Acquisition is discussed in terms of sources, costs, and processing of materials. The Appalachian Adult Education Center's Life Coping Skills Materials List (categories of interest to disadvantaged adults) is taken as a guide for building a well-rounded collection. The list itself is presented, with sample titles for each major category. A list of professional readings and addresses of libraries to visit provide further help for libraries. (SL)



LIBRARY SERVICE GUIDES



MATERIALS SELECTION

FOR

DISADVANTAGED ADULTS

APPALACHIAN ADULT EDUCATION CENTER

Public Library Training Institutes
Library Service Guide No. 1

SELECTION OF SPECIAL MATERIALS

FOR

DISADVANTAGED ADULTS

by

Beverly Rawles

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

DEFINITION OF TERMS	INTRODUCTION	Materials selected for disadvantaged adults should deal with the practical, everyday concerns they have. They need reliable information in the coping skills categories of advocacy, community, education, aging, children, health, jobs, consumer economics, family, insurance, transportation, housing, relating to others, self, and relocation skills. They want leisure reading materials on sports, local history, and light fiction.
<p>1. <i>Advocacy</i>—the act of pleading the cause of another as in civil rights and legal aid.</p> <p>2. <i>Consumer economics</i>—the area of economics which is concerned with personal and family shopping, credit, interest rates and loans, money management, charge accounts, warranties, etc.</p> <p>3. <i>Coping skills</i>—ability to use one's knowledge to act constructively in his own behalf.</p> <p>4. <i>Disadvantaged adult</i>—a person 16 years of age or over who has not had the opportunity to attain economic and educational levels which permit him to cope with his environment; those with less than a high school education and/or whose family income is below the poverty level.</p> <p>5. <i>Easy-to-read</i>—print material written in short sentences using short words. It may be colorful, contain illustrations, or use large print.</p> <p>6. <i>Low reading level</i>—material written at about fifth grade level of difficulty, using short sentences, short paragraphs and words of less than three syllables.</p> <p>7. <i>Nonprint</i>—audio-visual material such as films, filmstrips, cassette tapes, pictures, phonograph records.</p> <p>8. <i>Readability formula</i>—a technique for determining the difficulty of written material by using sentence length and number of hard words. The Gunning-Fog Index is an example.</p> <p>9. <i>Relocation skills</i>—the ability to move successfully to a new place of residence by using knowledge of housing, schools, churches, shopping for food and clothing, finding a job, and medical care.</p>	<p>Beginning readers want thin booklets, pamphlets and paperbacks which they can read through in a reasonable time. They are often slow readers or they are out of the habit of reading, and become discouraged at the sight of thick books. Pamphlets are particularly appealing to them because they are small, generally well illustrated and colorful, and contain current information on many topics of interest to them. Disadvantaged adults like nonprint materials because they are accustomed to obtaining information through their ears rather than reading, and they find it easier to learn by listening. Disadvantaged adults, like all adults, are concerned with their homes, their children, their finances, with themselves and real life problems. In selecting materials for disadvantaged adults, the librarian must keep in mind that:</p> <ol style="list-style-type: none"> 1. They want interesting materials, both print and nonprint, about their pressing daily life problems, their culture, their jobs, their homes and their children. 2. They want material of adult content which is easy to read. They may prefer nonprint materials. 	<p>Materials selected for disadvantaged adults should deal with the practical, everyday concerns they have. They need reliable information in the coping skills categories of advocacy, community, education, aging, children, health, jobs, consumer economics, family, insurance, transportation, housing, relating to others, self, and relocation skills. They want leisure reading materials on sports, local history, and light fiction.</p>

SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

<p>WHO SELECTS MATERIALS?</p>	<p>3. Because of lack of practice in reading and low reading levels, they may prefer large print books or those with lots of white space which are well illustrated.</p> <p>4. They may work long hours and have little leisure time so they prefer to spend whatever reading time they have on materials important to them.</p> <p>Selection of material is done by the library staff members who are working with disadvantaged adults. They learn about interests and reading levels by consulting with the users themselves, the state library consultant for extension services, social and health workers in the community, and adult basic education teachers. Consultation with those groups is vital if the library is to select material that will be used by disadvantaged adults. Seeking suggestions and different points of view will help the library staff understand the needs and interests of the persons to be served, and it will let other agencies know of the library's concern for providing good service to disadvantaged adults.</p> <p>The library serving disadvantaged adults needs a collection of materials which fits their special information needs. Disadvantaged adults are very likely to seek information from their families and neighbors who may not be able to tell them what they need to know to solve their problems. The public library is an alternative source of information where they can get reliable answers or can find out what other agencies can help them, so it is very important that the library select materials which will</p>	<p>HOW DO YOU DO IT?</p>	<p>provide answers or helpful information. Disadvantaged adults cannot afford to buy books and magazines for leisure reading. The public library is the only free source of this kind of material. The Appalachian Adult Education Center has prepared a <i>Leisure Reading Selection Guide</i> to help librarians identify specific titles, suppliers, costs, and subject content of leisure reading materials most frequently used by adult learners in AAEC projects. The AAEC has also developed a <i>Coping Skills Materials List: Print and Non-print</i>, listing materials available in each of the coping skills subcategories. The subcategories are included at the end of this guide.</p> <p>Expanding library services to disadvantaged adults requires continuous acquisition of appropriate materials. Where do you start? What have other libraries done? What tools are available? How much does it cost?</p> <p>There are some things you will need to know before you start:</p> <ol style="list-style-type: none"> 1. What are the age groups of the disadvantaged adults in your community—are there many young, high school dropouts? Many aged people? Different age groups have different problems and very different reading interests. You can find out what age groups are represented through the local schools, welfare agencies, planning commissions, and census data. 2. Do the advantaged adults live in rural areas or urban neighborhoods? Are they black, white, or members of some other national group? It is important to know the living
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WHY SELECT SPECIAL MATERIALS?

SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

environment of the people you want to serve. Rural people have interests in crops and farming, sanitation, and water supply. They are often isolated and unable to find any kind of information. Urban people may have interests in low-cost housing and how to apply for it, legal problems and child care facilities. You can find out about the people you serve and where they live from school officials, the local post office, and the welfare agencies. The 1970 Census reports are also helpful.

3. What are the daily life problems of disadvantaged adults? You need to know their problems so that you can select materials in those coping skills categories which might supply answers. One way to find out is to take a copy of the AAEC *Life Coping Skills Categories* with you when you contact other agencies who serve disadvantaged adults to learn from them the needs of their clients. Check off the categories that are important. This kind of survey can be done by telephone, also. Ask for opinions about high priorities.

An assessment of your collection to identify what materials you already have for use with disadvantaged adults is very important; however, an assessment of a large library can take a long time. To serve immediate needs, make up a list of first-to-purchase materials consisting chiefly of inexpensive paperbacks and pamphlets to be used to order from while you are assessing the collection.

Assessment can take as little or as long a time as you and your staff have to devote to it, but it should not extend over a long period of time because you will want to get on with the job of getting new materials and providing service.

To help you assess your collection, the Appalachian Adult Education Center has found the *Life Coping Skills Categories* to be a useful alternative to the Sears list of subject headings. This tested list can be screened to select appropriate categories for your community to set priorities for the most important areas, and then used as a tool to assess your collection. After you have determined what materials you have, you can begin to make selections of books, nonprint, pamphlets, and juvenile materials by priority area to build on this basic collection.

In summary, the steps to take in assessing your collection and identifying priority categories of materials needs are:

1. Acquire an understanding of the important information needs of your community by asking a range of community residents.
2. Use special tools such as the AAEC *Life Coping Skills Categories* to identify materials your library has already.
3. Keep a record of the materials you have as you identify them. This can be a card file of authors and titles or a shelf list annotated by coping skills categories.

ASSESSING YOUR COLLECTION

SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

HOW MUCH DOES IT COST?	SELECTION OF MATERIALS
<p>The cost of materials to be used in your library's expanded services to disadvantaged adults must be part of your budget. What you can afford to spend should be based on the percentage of the population that is disadvantaged. You may decide, for example, that you can spend \$1,000 for print and nonprint materials for disadvantaged adults. How much of this money should be spent for inexpensive, medium priced and expensive materials? How much free material is available?</p> <p>The Appalachian Adult Education Center has learned from its projects which provide library service to disadvantaged adults that money was allocated as follows:</p> <ul style="list-style-type: none"> Free materials—15% of materials acquired were free Inexpensive materials—50 to 65% of the materials cost less than \$5.00 per item Medium priced materials—10 to 25% of the materials cost between \$5.00 and \$15 per item Expensive materials—less than 10% of the materials cost from \$15 to \$100 per item Very expensive materials—15 to 25% of the materials cost over \$100 per item. <p>Very expensive materials were tapes, films, and kits. DO NOT purchase expensive tapes and films unless you have the equipment to check and maintain them.</p>	<p>4. Ask bookmobile drivers, branch librarians, and other extension staff members what materials are of interest to disadvantaged adults.</p> <p>5. Ask for suggestions from adult educators who know the information interests and needs of their students.</p> <p>6. Consult with staffs of the welfare department, health department, local planning boards, employment agencies, neighborhood houses, correctional institutions, comprehensive health training units, hospitals, county extension agents, local minority leaders, industrial personnel officers, Headstart and others to find out what their clients and employees need to cope with their problems.</p> <p>From the assessment, you will move on to selection of materials:</p> <ol style="list-style-type: none"> 1. What kinds of materials do you need most? From your consultations with various people, you have set priorities based on the <i>Life Coping Skills Categories</i>. Select the categories which best fit the needs of the disadvantaged adults in your community. 2. How much money can you spend? Select material in your top priority subject areas. If your funds are limited, look for free and inexpensive materials. 3. What do you select from? There are many tools available which have been used successfully by other libraries. Examples are given below:

SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

<p>PROCESSING</p> <p>Much of the material you buy will be paperbacks and pamphlets. You should buy several copies of popular titles. Paperbacks are very popular with disadvantaged adults and should be used extensively even though they wear out. You could buy three copies in paperback plus one hardbound copy. The paperbacks would be sent to classrooms and used in deposit collections while the hardback becomes part of the library collection. It is often more desirable to buy one copy of several different books on the same subject rather than multiple copies.</p> <p>As you acquire inexpensive and free materials, keep the processing to a minimum. Don't catalog material that will wear out. Perhaps the library's stamp on the item and a circulation card are enough for inexpensive and free materials. This also speeds up your service. If you buy materials for your library's permanent collection, you will have to catalog those items.</p> <p>If you are in an urban, black community, you may want to try the bibliographies used by the Birmingham (Alabama) Public Library:</p> <p><i>Reader Development Collection.</i> Atlanta Public Library, n.d.</p> <p><i>Library Materials Research Project Bibliography.</i> University of Wisconsin Library School, 1972.</p> <p><i>Reading Development Books.</i> District of Columbia Public Library, 1970.</p>	<p>BOOKS THEY READ</p>	<p><i>Books for Adults Beginning to Read.</i> American Library Association, 1967.</p> <p>Leaflets published by the Public Library of the District of Columbia, 1971:</p> <ol style="list-style-type: none"> "Spend Your Money Wisely" "Get That Job" "Keep Your Family Healthy" "Homemaking" "Sew it Yourself" <p><i>Supplementary Reading for Adult Basic Education Courses.</i> Alabama Public Library Service, 1972.</p> <p><i>Bibliography of Literacy Materials.</i> Adult Reading Center, Kalamazoo Library System, 3rd edition, 1967.</p> <p>In Birmingham and Columbia, South Carolina, which were urban projects serving mostly black populations, the following coping skills areas and specific titles were used most. These are examples which may be out of print but they give you an idea of what you are looking for:</p> <p>ADVOCACY</p> <p><i>Black Like Me.</i> J. H. Griffin, Houghton Mifflin</p> <p><i>Black Rage.</i> W. H. Grier and P. M. Cobbs, Basic Books</p>
<p>WHAT OTHER LIBRARIES HAVE DONE</p>		

SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

<p><i>Time of Trial, Time of Hope</i>, M. Meltzer and A. Meier, Doubleday</p> <p><i>The Fire Next Time</i>, James Baldwin, Dell</p> <p><i>Justice in Urban America</i>, Houghton Mifflin Series</p> <p><i>Under 21: A Young People's Guide to Legal Rights</i>, M. Dorman, Dell</p> <p><i>You and the Law</i>, Arthur Crabtree, Holt</p> <p>COMMUNITY</p> <p><i>Black Community</i></p> <p><i>Blacks in Time</i>, D. Weeks, New Reader's Press</p> <p>Nigger, D. Gregory, E. P. Dutton Co.</p> <p><i>Black Out Loud</i>, A. Adoff, editor, Macmillan, 1970</p> <p>FAMILY</p> <p><i>Sewing Children's Clothing Made Easy</i>, V. Larter, Doubleday</p> <p><i>The Integrated Cookbook</i>, M. Jackson and L. Wishart, Johnson-Chi</p>	<p><i>Betty Crocker's Cookbook</i>, B. Crocker, Western Publishers</p> <p>CHILDREN</p> <p><i>How to Keep your Child Fit from Birth to Six</i>, Bonnie Prudden, Harper-Row</p> <p><i>What Every Child Would Like his Parents to Know</i>, Lee Salk, McKay</p> <p><i>Helping your Children, A Basic Guide for Parents</i>, Grace O'Connor, Steck-Vaughn</p> <p>HEALTH</p> <p><i>Drug Abuse</i>, P. J. Hill, California State Department of Education</p> <p><i>The Truth about Drugs</i>, G. Austrian, Doubleday</p> <p><i>Pot, Pills and Powders</i>, Channing L. Bete</p> <p>HOUSING</p> <p><i>Decorating Made Simple</i>, M. J. Alexander, Doubleday</p> <p><i>Remodeling Your Home</i>, Sunset Editors, Lane</p>
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SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

<p><i>The Practical Handbook of Carpentry</i>, R. J. DeCristoforo, Fawcett World Library</p> <p>JOBS - books on how to get and keep a job and descriptions of various jobs have been used widely</p> <p><i>Occupations</i>, G. Blakely, New Reader's Press</p> <p><i>How to Find a Job</i>, R. Francis and S. Itikhar, New Reader's Press</p> <p>LEISURE—women were interested in books on cooking, Christmas decorations and sewing. Books on witchcraft and astrology were also popular:</p> <p><i>Thirteen Alabama Ghosts</i>, Jeffrey, K. T. Windham and M. G. Figh, Strode</p> <p><i>A Cauldron of Witches</i>, C. L. Alderman, Messner</p> <p><i>The World of Witches</i>, J. C. Baroja, University of Chicago</p> <p><i>Is Something Up There: the Story of Flying Saucers</i>, D. White, Doubleday</p>		<p>FICTION</p> <p><i>Joy in the Morning</i>, B. Smith, Bantam</p> <p><i>Love Story</i>, E. Segal, Harper-Roy</p> <p><i>Loner</i>, C. Kwolak, Doubleday</p> <p><i>The Godfather</i>, M. Puzo, Fawcett World</p> <p><i>Valley of the Dolls</i>, J. Susann, Bantam</p> <p><i>Airport</i>, A. Hailey, Doubleday</p> <p><i>High School Dropout</i>, J. Clarke, Doubleday</p> <p>BIOGRAPHY</p> <p><i>Martin Luther King: Fighter for Freedom</i>, E. Preston, Doubleday</p> <p><i>Shirley Chisholm</i>, J. Brownmiller, Doubleday</p> <p><i>Runaway Slave</i>, A. McGovern, Scholastic Book Service</p> <p><i>They Served America</i>, Hoff</p> <p><i>We Honor Them</i>, Watson</p>
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SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

SELF AND RELATING TO OTHERS	FLOYD COUNTY, KENTUCKY	
<p>Malcolm A. J. H. Clarke, Macmillan</p> <p>Helen Keller, E. M. Kirk and F. C. Laubach, New Reader's Press</p> <p>W. H. Chamberlain, G. Sullivan, Popular Library</p> <p>Hotel, A. Hailey, Doubleday</p> <p>Let the Hurricane Roar, R. W. Lane, Watts</p> <p>Time of Trial, Time of Hope, M. Meltzer and A. Meier, Doubleday</p> <p>The Cross and the Switchblade, D. Wilkeson, Pyramid Publications</p> <p>The Story of Jesus, F. C. Laubach, New Reader's Press</p> <p>How the Bible Came to Us, R. Trent, Broadman</p> <p>E.S.P. and You, S. Smith, MacFadden-Bartell</p>		<ol style="list-style-type: none"> 1. Committee on Reading Improvement for Adults, American Library Association, Adult Services Division. 2. Consumer Product Information Washington, D. C. 3. ERIC Reports Educational Resources Information Center Washington, D. C. 4. The World of Books Division of Hertzberg-New Method, Inc. Jacksonville, Florida 5. School and Library Catalog, 1972 1224 W. Van Buren Street Chicago, Illinois <p>The coping skills areas and specific titles used most in Floyd County were:</p> <p>ADVOCACY</p> <p>Jazz Country, N. Hentoff, Dell</p> <p>You and the Law, A. Crabtree, Holt</p>
<p>WHAT OTHER LIBRARIES HAVE DONE</p> <p>If you are serving a rural, white community, you may want to try some of the materials that were successful in Floyd County, Kentucky. The Adult Basic Education-Public Library Project in Floyd County used the following bibliographies to assess its collection:</p>	BOOKS THEY READ	

SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

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	<p>CONSUMER ECONOMICS</p> <p><i>Be Informed on Buying an Auto.</i> New Reader's Press</p> <p><i>Cost of Operating an Automobile.</i> Consumer Product Information</p> <p><i>Getting Ready for Payday.</i> M. Hudson, Frank E. Richards</p> <p><i>Using Money Series.</i> J. Wool, Frank E. Richards</p> <p><i>What to Do with Your Bad Car.</i> R. Nader, Bantam</p> <p><i>You and Food Stamps.</i> Consumer Product Information</p> <p>HEALTH</p> <p><i>The ABC's of Child Safety.</i> Channing L. Bete</p> <p><i>Heckle: Some Questions and Answers.</i> Consumer Product Information</p> <p><i>Insurers to Most Frequently Asked Questions about Drug Abuse.</i> Consumer Product Information</p> <p><i>Basic Nursing Techniques.</i> M. Anderson, W. B. Saunders</p>	<p><i>Cancer. What to Know. What to do About it.</i> Consumer Product Information</p> <p><i>What Everyone Should Know about Hospitals.</i> Channing L. Bete</p> <p>HOUSING</p> <p><i>Fell's Guide to Mobile Home Living.</i> M. Oaks, Frederick Fell</p> <p><i>Home Furnishings.</i> Scholastic Book</p> <p><i>Thirty-Two Ideas for Improving Your Home.</i> Channing L. Bete</p> <p>JOB</p> <p><i>I Want a Job.</i> M. Hudson, Frank E. Richards</p> <p><i>A Job for You.</i> P. Dubnick, Steck-Vaughn</p> <p><i>Social Security and You.</i> Channing L. Bete</p> <p>RELATING TO OTHERS</p> <p><i>About Prayer.</i> Channing L. Bete</p> <p><i>The Friends you Make.</i> Follett</p> <p><i>Guns of Navarone.</i> A. MacLean, Hertzberg</p>
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SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

<p><i>One God: The Ways We Worship Him</i>, F. Fitch, Lothrop</p> <p><i>Seventeenth Summer</i>, M. Daly, Hertzberg</p> <p><i>What to Tell your Child About Sex</i>, Meredith</p> <p>SELF</p> <p><i>A Book of Witchcraft</i>, R. Brown, Talpinger</p> <p><i>How to Understand Yourself and Others</i>, Channing L. Bete</p> <p><i>The World of the Witches</i>, J. Baroja, University of Chicago</p>	<p><i>Better Basketball for Boys</i>, D. Cooke, Dodd</p> <p><i>Kings of the Home Run</i>, A. Dakey, Putnam</p> <p><i>Let's Face it Charlie Brown</i>, C. Schulz, Hertzberg</p> <p><i>Profiles in Courage</i>, J. Kennedy, Watts</p> <p><i>Stories of Jesse Stuart</i>, L. Swinburne, McGraw Hill</p>
<p>LEISURE</p> <p><i>Across the Years</i>, E. Loring, Bantam</p> <p><i>Adventures of Tom Sawyer</i>, M. Twain, Doubleday</p> <p><i>Airs above the Ground</i>, M. Stewart, Fawcett</p> <p><i>All through the Night</i>, G. Hill, Grossett & Dunlap</p> <p><i>Andy and the Lion</i>, J. Daughtery, Viking</p>	<p>The most used publishers and suppliers of easy reading materials for disadvantaged adults as reported by the libraries in Birmingham, Alabama, and Floyd County, Kentucky, are:</p> <p>Bantam Books, Inc. 666 Fifth Avenue New York, NY 10019</p> <p>Berkley Medallion Books 200 Madison Avenue New York, NY 10016</p> <p>Book-Lab, Inc. 1449-37th Street Brooklyn, NY</p> <p>Burgess Publishing Company 126 South Sixth Street Minneapolis, MN</p> <p>MOST USED PUBLISHERS</p>

SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

Cambridge Book Company
488 Madison Avenue
New York, NY 10022

Channing L. Bete Company
Greenfield, MA 01301
(pamphlets)

Children's Press
1224 W. Van Buren Street
Chicago, IL

Consumer Product Information
Washington, DC 20407

Doubleday and Company
501 Franklin Avenue
Garden City, NY 11530

Fearon Publishers
6 Davis Drive
Belmont, CA 94002

Field Enterprises
2265 N. Elston Avenue
Chicago, IL 60607

Finney Company
3350 Gorham Avenue
Minneapolis, MN

Follett Publishing Company
Customer Services Department
P. O. Box 5705
Chicago, IL

Grolier Educational Corporation
845 Third Avenue
New York, NY 10022

Hertzberg
Vandalia Road
Jacksonville, IL 62650

New Reader's Press
P. O. Box 131
Syracuse, NY 13210

Noble and Noble, Inc.
750 Third Avenue
New York, NY 10017

Reader's Digest Services
904 Sylvan Avenue
Englewood Cliffs, NJ 07632

Regents Publishing Company
Simon and Schuster
630 Fifth Avenue
New York, NY 10570

Frank E. Richards
324 First Street
Liverpool, NY 13088

Scholastic Book Service
904 Sylvan Avenue
Englewood Cliffs, NJ 07632

SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

LIBRARIES TO VISIT	<p>Steck-Vaughn Company Box 2028 Austin, TX 78767</p> <p>Xerox Educational Publications Middletown, CT</p> <p>It is helpful to visit other libraries which are serving disadvantaged adults to see first hand how they do it. Listed below are libraries that have active out-reach programs:</p> <p>Brooklyn Public Library Brooklyn, New York</p> <p>Monmouth County Library Freehold, New Jersey</p> <p>Newark Public Library Newark, New Jersey</p> <p>Queens Borough Public Library Jamaica, New York</p> <p>Nassau County Library System Nassau, New York</p> <p>New Haven Free Public Library New Haven, Connecticut</p> <p>Jacksonville Public Library Eastside Branch Jacksonville, Florida</p> <p>Washington, D. C. Public Library Washington, D. C.</p>		<p>The Living Learning Center Frostproof, Florida</p> <p>Free Library of Philadelphia Philadelphia, Pennsylvania</p> <p>Providence Public Library Providence, Rhode Island</p> <p>Enoch Pratt Free Library Baltimore, Maryland</p> <p>Buffalo and Erie County Public Library Buffalo, New York</p> <p>Rochester and Monroe County Public Library Rochester, New York</p> <p>Carnegie Library of Pittsburgh Pittsburgh, Pennsylvania</p> <p>Wheeling Public Library Wheeling, West Virginia</p> <p>Cumberland County Public Library Fayetteville, North Carolina</p> <p>Greenville Public Library Greenville, South Carolina</p> <p>Savannah Public Library Savannah, Georgia</p> <p>Atlanta Public Library Atlanta, Georgia</p>
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SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

Birmingham Public Library Birmingham, Alabama	St. Paul Public Library St. Paul, Minnesota
Friedman Library Tuscaloosa, Alabama	Tulsa City and County Library System Tulsa, Oklahoma
Memphis Public Library and Information Center Memphis, Tennessee	Dallas Public Library Dallas, Texas
Clinch-Powell Regional Library Center Clinton, Tennessee	San Antonio Public Library San Antonio, Texas
Portsmouth Public Library Portsmouth, Ohio	Oak Springs Branch Austin Public Library Austin, Texas
Cleveland Public Library Cleveland, Ohio	Corpus Christi Public Library Corpus Christi, Texas
Detroit Public Library Detroit, Michigan	Albuquerque Public Library Albuquerque, New Mexico
Kalamazoo Public Library Kalamazoo, Michigan	Santa Ana Public Library Santa Ana, California
Milwaukee Public Library Milwaukee, Wisconsin	Venice Branch Los Angeles Public Library Los Angeles, California
Door County Library Sturgeon Bay, Wisconsin	Fresno County Free Library Fresno, California
Vigo County Library Terre Haute, Indiana	Yakima Valley Regional Library Yakima, Washington
Chicago Public Library Chicago, Illinois	

SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

WHAT TO READ.			
There are some good books and magazine articles on library service to disadvantaged adults which may be useful to you. Some examples are:	<ol style="list-style-type: none">1. Daly, Bettie "Public Library Services to the Disadvantaged" <i>Kentucky Library Association Bulletin</i>, Vol. 30, Jan. 1966, pp.20-30.2. Warren, M. "The Literacy Librarian: Case Studies of Experiments in Dallas" <i>Wilson Library Bulletin</i>, Feb. 1972, pp. 507-508.3. "Judy Tate, A Library's Extension Service" <i>Wilson Library Bulletin</i>, Feb. 1972, pp. 507-508.4. Jarvella, S. M. "Library Service for Migrants: An Action Plan" <i>Wilson Library Bulletin</i>, Mar. 1972, pp. 620-623.5. Coplan, K. and Castagna, E., editors <i>The Library Reaches Out</i> Oceana Publications, New York, 1965, 403 pp.		<ol style="list-style-type: none">6. Brown, E. F. <i>Library Service to the Disadvantaged</i> Scarecrow Press, Metuchen, N. J., 1971, 560 pp.7. Cortright, R. W. "Materials for the Illiterate: the Laubach Method" <i>Wilson Library Bulletin</i>, Sept. 1965, pp. 51-54.8. Lyman, Helen H. <i>Library Materials in Service to the Adult New Reader</i> American Library Association, New York, 1973, 614 pp.9. ALA. Reference and Adult Services Division. Adult Library Materials Committee. "Easy Adult Reading Materials: a Bibliography of Bibliographies" <i>Reference Quarterly</i> XIII (Fall, 1973), pp. 43-47.

APPALACHIAN ADULT EDUCATION CENTER

BUREAU OF RESEARCH AND DEVELOPMENT

MOREHEAD STATE UNIVERSITY

MOREHEAD, KENTUCKY

LIFE COPING SKILLS MATERIALS LIST

Categories and Sub-categories

June, 1973

ADVOCACY

Arrests

Civil Rights

Bill of Rights

Civil Rights Movement

Legal Rights Under the Law

General

Consumer Rights (See Consumer Economics: Consumer Rights)

Legal Aid

AGING

Aging Process

Emotionally

Mentally

Physiologically

Burial Insurance (See Insurance: Burial Insurance)

Care of the Aged in the Home

Death

Funerals

Nursing Homes and Rest Homes

Programs, Organizations, and Agencies for the Aging

Medicare (See Health: Health Cost Medicare)

Social Security (See Insurance: Social Security)

Other

Retirement
Activities and Recreation
Benefits
Education
Employment (See also Jobs: Occupational Information)
Housing
Planning
Wills

CHILDREN

Adolescence
Adoption
Babysitting
Birth and Genetic Defects (See Health: Birth and Genetic Defects)
Breast and Bottle Feeding
Child Abuse
Childbirth (See Health: Childbirth, Labor, Midwifery)
Child Development
Child Health Care (See also Health: Disease Information)
(See also Health: How to Select and Obtain Health Services)
Child Rearing
Development of Verbal Skills
Discipline
Drop-Out Prevention
Emotional Problems in Children (See also Health: Mental Health)
(See also Family: Conflict)
(See also Family: Crisis)
Foster Care
Gifted Children
Playing with your Children
Premature Babies
Prenatal Care (See Health: Prenatal Care)
Raising Children Alone

Retarded Children (See also Health: Retardation Prevention
(See also Health: Prenatal Care)

Selection of Child Care Facilities

Sex Education (See also Family: Sexual Relations)

Success and Failure in School

Teaching Children to Handle Emergencies (See also Family: Safety Planning)

COMMUNITY

Censorship

Citizenship: Naturalization

Citizen's Responsibilities

Community Organizations (See Community: Organizations, Resources, Services)

Community Projects

Jury Duty

Public Office

Social Action

Voting, Vote Buying

Community Hazards

Community Organizations, Resources, and Services

Child Services

Churches

Employment

Fire

Legal Aid (See Advocacy: Legal Aid)

Licensing Bureaus

Police

Public Health

Public Library Services

Referral Services

Schools

Volunteers

Water

Welfare, (See also Consumer Economics: Food Stamps)

Dealing with Police
Emergency Services
Disaster Action
Red Cross
Salvation Army
Telephone Hot Lines
Ethnic Centers and Groups
Government: Local, State, National
How to Participate In and Use the Democratic Process
Juvenile Delinquency
Keeping Informed: Media, TV, Radio, Newspapers, Magazines
Military Service
Parliamentary Procedures
Re-entry from Institutions
Corrections
Sanatoria
Veterans
Social Problems of the Community
Busing
Crime
Environment, Ecology (See also Health: Pollution)
Street Safety
Zoning
Street Gangs

CONSUMER ECONOMICS

Advertising
Auctions
Bankruptcy
Banks and Banking
Checking
Savings
Bartering
Buying Guides

Car Buying: New and Used
Comparison Buying: Values in Purchasing
Appliances
Clothing (See also Family: Home Management Care of Clothing)
Drugs
Food
Furnishings and Accessories
Consumer Magazines
Consumer rights: Gypping
Counterfeits
Credit Bureaus
Credit Unions
Discount Store Buying
Farm Equipment Purchases
Food Stamps (See also Community: Community Organizations, Resources, Services: Welfare)
Fraud
Garnishments
Housing Repair and Maintenance (See Housing: Maintenance & Repairs)
Interest Rates
Investing Money
Land Buying and Selling
Loans: Borrowing Money
Easy Credit
FHA Loans
Juice Rackets
Loan Companies
Mail Order Loans
Mail Order Catalog Buying
Money Management
Budgeting
Charge Accounts
Credit Cards
Installment Buying
Rebates
Retail Processes
Warranties and Guarantees

EDUCATION

- Career Planning (See Jobs: Career Planning)
- Educational Institutions*
 - Colleges and Universities
 - Community Colleges
 - Vocational and Technical
- Finding A Job (See Jobs: Finding a Job)
- How to Apply to Educational Institutions
- How to Study
- How to Take A Test
- Locating Information
- Self-Education
 - Education Credit for experience
 - Educational Loans, Scholarships, and Assistance Programs
 - Educational Programs for Adults
 - G.E.D., High School Equivalency Diploma

FAMILY

- Brothers and Sisters: Sibling Relationships
- Care of the Aged in the Home (See Aging: Care of the Aged in the Home)
- Common Law Marriages
- Death, Funerals & Wills (See Aging: Death)
 - (See Aging: Funerals)
 - (See Aging: Wills)
- Divorces and Separations
- Extended Family: Cousins, Uncles, Grandparents, etc.
- Family Conflict (See also Children: Emotional Problems in Children)
- Family Crisis
- Family Recreation (See Leisure: Recreation, Family)
- Handling Close Personal Relationships, i.e. Intimacy
 - (See also Relating to Others: Handling Intimacy)
- Home Health Care (See Health: Home Health Care)

Home Management

Budgeting (See Consumer Economics: Money Management Budgeting)

Care of Clothing

Decorating

Food Preparation: Canning, Freezing, Cooking

Furnishing

Home Gardening: Flowers and Vegetables

House Cleaning

Remodeling (See Housing: Remodeling)

Identifying Strengths and Weaknesses in the Family

In-Laws

Marriage Roles

Safety Planning

Fires

Home Accidents, Poisons, etc.

Tornadoes (See also Community: Emergency Services)

Sexual Relations

Unwed Parents

Working Women (See Jobs: Working Women)

HEALTH

Aging (See Aging: Aging Process)

Alcoholism

Birth & Genetic Defects

Black Lung (See Chronic Disease Respiratory)

Childbirth, Labor, Midwifery

Chronic Diseases

Arthritis

Cancer

Diabetes

Heart

Hypertension

Respiratory

Death (See Aging: Death)
Dental Care
Disease Information (See also Health: Chronic Diseases)
Disease Prevention
Cancer (See also Health: Smoking)
Heart Disease
Immunization, Innoculation
Respiratory Disease
Drug Abuse
Exercise
Faith Healing
Family Planning
Abortion
Birth Control
Fertilization and Sterility
Sterilization
First Aid
Generic Drugs and Laws
Handicapped, Mental and Physical
Health Costs
Doctors
Hospital
Medicaid
Medical Assistance (See Community: Community Organizations, Resources & Services: Welfare)
Medicare
Private Health Insurance (See Insurance: Health Insurance)
Home Health Care
Home Remedies, Medicinal Herbs
How to Select and Obtain Medical Services
Dental
Doctors
Emergency

Hospitals

Medical Clinics (See also Community: Community Organizations, Resources & Services:

Public Health

Mental

How to Talk with A Doctor

Insect Control

Menopause

Mental Health (See also Children: Emotional Problems in Children)

Nutrition

Old Wives' Tales

Patent Medicines: Over the Counter Medicines

Personal Hygiene (See also Self: Personal Care and Grooming)

Physiology and Anatomy (See also Health: Preserving your Health)

Physiology of Lifting

Back Problems

Hernias

Pollution (See also Community: Social Problems of the Community Environment, Ecology)

Prenatal Care (See also Children: Premature Babies)

Prescriptions

Preserving your Health

Sight

Hearing

General

Quackery

Rehabilitation

Retardation Prevention (See also Children: Retarded Children)

Sanitation (See also Community: Community Hazards)

Smoking

Storing Medicine (See Family: Safety Planning)

Veneral Diseases

Weight Problems

Diets

Overweight

Underweight

Weight-watching plans

What to Expect at the Hospital

HOUSING

- Buying and Selling
- Decorating (See Family: Home Management Decorating)
- Fire Prevention (See also Insurance: Fire Insurance)
(See also Family: Safety Planning)
- Furnishings (See Family: Home Management Furnishings)
(See Consumer Economics: Comparison Buying Furniture & Accessories)
- Home Building
- Maintenance and Repairs
- Owner's Liabilities and Responsibilities
- Remodeling
- Renting
- Trailers
- Utilities

INSURANCE

- Burial Insurance
- Disability Insurance
- Fire Insurance
- Health Insurance
- Homeowners Insurance
- Life Insurance
- Mortgage Insurance
- Motor Vehicles Insurance
- Private Pension Plans
- Renters Insurance
- Social Security
- Workmen's Compensation (See Jobs: Workmen's Compensation)

JOBS

- Agricultural Jobs
 - Cooperatives
 - Farming
 - Land Use
 - Sharecropping, Tenant Farming
 - Woodland Management
- Application Forms
- Applying for a Job
- Assessing Your Own Skills, Talents, and Interests
- Career Planning
- Child Care Facilities, Selection of (See Children: Selecting Child Care Facilities)
- Civil Service Information
- Distinguishing Between Good and Bad Jobs:
 - Facilities, Fringe Benefits, Hours, Wages
- Employee's Responsibilities
- Employer's Responsibilities (See also Advocacy: Civil Rights)
- Employment Agencies
- Find a Job (See also Jobs: Career Planning)
 - (See also Jobs: Occupational Information)
- Holding a Job (See also Relating to Others: Getting Along with Others)
- Job Discrimination (See also Relating to Others: Dealing with Discrimination)
 - (See also Advocacy: Civil Rights)
- Job Safety
- Losing A Job (See also Jobs: Unemployment)
- Occupational Information
- Private Pension Plans (See Insurance: Private Pension Plans)
- Seasonal Jobs
- Social Security (See Insurance: Social Security)
- Training and Re-training Programs (See also Education: Educational Institutions)
- Unemployment
- Unions
- Upgrading on the Job (See also Jobs: Holding a Job)
- Working Women
- Workman's Compensation

LEISURE

Astrology
Cultural Activities: Music, Performing Arts, etc.
Dancing
Fortune Telling
Gambling
Games
Handicrafts
Hobbies
Parks
Playing with your Children (See Children: Playing with Your Children)
Radio (See Leisure: TV-Radio-Movies)
Recreation
Indoor
Outdoor: Camping, Fishing, Hunting, Swimming, etc.
Sewing
Sports
TV-Radio-Movies
Using Leisure Time Effectively
Vacations

RELATING TO OTHERS

Communication
Correct Speech Usage
Giving Directions
Listening
Public Speaking
Taking Directions
Use of Telephones
Writing letters, reports, etc.
Entertaining
Friendship

Getting Along with Others, Interpersonal Relationships

- Accepting Help

- Dealing with Conflict

- Dealing with Criticism

- Dealing with Discrimination

- Dealing with Unwanted Advances

- Fighting Fairly

- Getting Acquainted

- Helping Others

- Meeting People

- Working with Others

Handling Intimacy (See also Family: Handling Close Personal Relationships)

- Listening to Others

- Love

- Manners and Etiquette

- Neighbors

- Respecting the Ideas and Beliefs of Others

- Sexual Relations (See also Family: Sexual Relations)

- Sportsmanship

- Understanding Others

- Attitudes

- Culture

- Ethnic Background

- Religion

RELOCATION SKILLS

- Church

- Community Services (See Community: Organizations, Resources, Services)

- Employment (See also Jobs: Finding a Job)

- Establishing Credit

- Food Shopping

- Housing

- Moving, Expenses, Methods

- Neighbors (See Relating to Others: Neighbors)

- Schools

SELF

Changing Yourself
Church Affiliation
Decision Making
Describing Feelings
Etiquette (See Relating to Others: Manners & Etiquette)
ESP
Ethnic Studies
Goal Setting, Planning, and Achievement
Living Alone
Meaning of Life
Personal Adjustment
Personal Care and Grooming (See also Health: Personal Hygiene)
Personal Ethics, Values, Morals, Standards
Personal Problem Solving
Self Esteem
Self Evaluation
Self Understanding
Sensitivity to Yourself and Others--How You Come Across
Suicide
Supersition
Understanding What Makes Me the Way I Am: Heredity and Environment
Women's Liberation Movement (See also Jobs: Working Women)

TAXES

Income Tax
City
Federal
State
Local Taxes
Sales Tax
Social Security (See Insurance: Social Security)
Unemployment (See Jobs: Unemployment)
Workmen's Compensation (See Jobs: Workmen's Compensation)

TRANSPORTATION

- Car Pools
- Defensive Driving
- Driver's Licenses (See also Community: Organizations, Resources & Services: Licensing Bureaus)
- Elevators
- Highway Safety
- Maps
- Overnight Accommodations
- Routing
- Stations
- Types of Transportation: Comparisons, Convenience, Fares, Repairs, General Information
 - Air
 - Bicycles
 - Boats
 - Buses
 - Cars
 - Hitchhiking
 - Motorcycles
 - Taxis
 - Trains

LIBRARY SERVICE GUIDES IN DEVELOPMENT BY THE APPALACHIAN ADULT EDUCATION CENTER

1. The Selection of Special Materials for Disadvantaged Adults*
2. The Assessment of Community Information and Service Needs*
3. The Effective Use of Pamphlets with Disadvantaged Adults*
4. Rotating or Deposit Collections of Special Materials for Disadvantaged Adults*
5. Utilizing Volunteers to Expand Library Services to Disadvantaged Adults
6. Book-By-Mail Services: Moving the Library to Disadvantaged Adults
7. Evening and Weekend Hours: Expanding Library Services to Disadvantaged Adults
8. The Library as a Community Information and Referral Center
9. Planning the Expansion of Library Services to Disadvantaged Adults
10. Working with Library Trustees to Expand Library Services to Disadvantaged Adults
11. Reader Guidance Services for Disadvantaged Adults
12. The Recruitment of Disadvantaged Adults: Effective Publicity
13. Conducting Field Trips and Tours to the Library for Groups of Disadvantaged Adults
14. ABE--What is It: Kentucky, Alabama, South Carolina, West Virginia
15. The Relationship of Disadvantaged to Library Services
16. In-service Training of Personnel to Serve Disadvantaged Adults
17. Cooperation Between Adult Basic Education and Libraries
18. Book or Human Problems Talks: A Technique for Encouraging Library Materials Usage by Disadvantaged Adults
19. Adult Education in the Library
20. Techniques for Teachers: Teaching the Application of Basic Skills to Everyday Life Problems
21. Bookmobile Services: Moving the Library to Disadvantaged Adults
22. Expanding Library Services to the Elderly
23. Coordinating with College-Level Examination Programs
24. Effectively Displaying Materials to Disadvantaged Adults
25. Audio-Visual Orientations to Libraries for Disadvantaged Adults
26. Expanding Library Services to Mental Institutions
27. Expanding Library Services to Correctional Institutions
28. Interagency Cooperation Between the Library and Agencies that Serve Disadvantaged Adults
29. Utilizing Student Help to Expand Library Services to Disadvantaged Adults
30. High School Equivalency Preparation Programs in the Library
31. Adjusting School Libraries for Adult Student Use: Cooperation with Public Libraries
32. Working with Elected Officials to Expand Library Services to Disadvantaged Adults
33. Speaker's Bureaus for Disadvantaged Adults
34. Public Library Services to Young Disadvantaged Adults
35. Maintaining Separate Collections within the Library for Disadvantaged Adults

*In Print

APPALACHIAN ADULT EDUCATION CENTER - Bureau of Research and Development

Morehead State University

Library Training Institute

EVALUATION OF LIBRARY SERVICE GUIDES

State: _____ Library: _____ Date: _____

Title of Guide: _____

Your name: _____ Position: _____

FORMAT

1. Was the guide easy to use? _____ yes _____ no
2. Was the print large enough? _____ yes _____ no
3. Did you like the way it looked? _____ yes _____ no

OTHER COMMENTS

PRESENTATION

Was the writing style of the guide:

1. Informational? _____ yes _____ no
2. Service oriented? _____ yes _____ no
3. Too technical? _____ yes _____ no
4. Contain too much jargon? _____ yes _____ no
5. Easy to read? _____ yes _____ no
6. Understandable? _____ yes _____ no
7. Too long? _____ yes _____ no


CONTENT

1. Was the information in the guide the information you needed? _____ yes _____ no
2. Was there enough specific detail about how to do it? _____ yes _____ no
3. Was there too much detail? _____ yes _____ no
4. Could you apply the information to your activities? _____ yes _____ no
5. Could you tell others how to do it after reading the guide? _____ yes _____ no
6. Were the charts, outlines or questionnaires understandable? _____ yes _____ no

REFERENCES

Were the suggested readings of any use to you? _____ yes _____ no

[illegible]



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